

DD / S R E G I S T R Y
F I L E Training

12 JAN 1965

MEMORANDUM FOR: Director of Training

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ATTENTION

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SUBJECT

: Schedule Change

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1. This will confirm advice given your Office via telephone concerning schedule changes. Both Mr. Howard Osborn, Director of Security, and Mr. Alan Warfield, Director of Logistics, have been invited by Mr. Kirkpatrick, Executive Director-Comptroller, to take the Executive Management Seminar (Managerial Grid), 7 - 12 February 1965. Messrs. Osborn and Warfield are scheduled to take [] Course on Briefing Techniques, 25 January - 8 March 1965.

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2. Because of the conflict, the named gentlemen will take [] Course on Briefing Techniques on 15 March - 21 April 1965. Their Deputies, [] will take [] Course on 25 January - 8 March 1965.

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/S/
[]
Senior Training Officer
Deputy Director for Support

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SA-DD/S:RBJH/ms (11 Jan 65)

Distribution:

- Orig & 1 - Addressee
- 1 - DD/S Chrono
- 1 - DD/S Subject ✓
- 1 - Senior Training Officer, DD/S